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MAY 18 1943  
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To: Food Distribution Administration Butter Graders

From: B. J. Ommodt, Senior Marketing Specialist, Inspection & Grading Division, Dairy & Poultry Branch

Subject: Supplemental Instructions in Regard to the Weighing of Print Butter and Preparation of Certificates Covering Lots of Butter Purchased by D.P.M.A.

We have noted that many certificates issued covering D.P.M.A. purchases do not show all of the necessary information. Also in some instances the test weights have not been properly recorded. Therefore, we are outlining below in detail the proper method of recording weights and also indicating the pertinent information necessary on the certificates:

- (1) Use test check weight to determine accuracy of scale before weighing.
- (2) Weigh one package when butter is packed fifty pounds or more to the container and two packages at one time when less than fifty pounds.
- (3) The average tare weight of sixty, one pound wrappers and box liners, (twenty-seven to thirty pound stock) is eight ounces when damp and ten ounces when wet. These tare weights should be used unless parchment weight varies appreciably from stock indicated above.
- (4) When the test weight equals or exceeds the marked net weight, it should be recorded as O.K. When the test weight is below the marked net weight, record the test weight to the next lower quarter, half, or three-quarter pound. For example, if test weight shows 59 pounds 14 ounces, record it as 59-3/4 pounds.
- (5) In computing shortages, multiply test shortage by the total number of packages in the churning.
- (6) Record total net poundage for lot in full pounds only. Fractions of 1/4 or 1/2 are dropped to next lower full pound and fractions of 3/4 pound are raised to next higher full pound.
- (7) In all instances the test weight recorded is net butter - "After weight of wrappers and liners has been deducted." This statement should be shown under remarks and indicated by asterisk at head of test weight column.
- (8) In the space on the certificate captioned "Marked or Contractor's Weight," the figures shown should be the contractor's net weight of the lot. Strike out the word "Marked."

- (9) When shortages are found, based on test weighing, the following information should be shown under "Remarks" in the body of the certificate:

<u>Marked Net Weight</u>	<u>Shortage</u>	<u>Contractor's Net Weight</u>
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When more than one grade of butter is covered by a grading certificate, a weight recapitulation should be shown for each grade.

- (10) Each car of butter should be covered by only one grading certificate. When space is not sufficient for all detail, use reverse side of certificate.
- (11) The applicant shall furnish the grader with a manifest showing churning numbers and number of packages in each churning of butter contained in the carlot. This applies to both bulk and print butter; therefore, churnings must be kept in order when printing.
- (12) The type and condition of package used must be clearly indicated on the certificate in the following manner:

Example - "Type E-Export Wood Boxes-Prints."

Also, indicate if wire strapped. If containers do not meet specifications according to D.P.M.A. Form G2, indicate deviation from standard. (Nails and thickness of wood, etc.) This information must be complete since it is a factor in determining D.P.M.A. settlement.

- (13) Also note that tubs must be paraffined. Boxes shall be lined with parchment or wax paper. Graders should study and become thoroughly familiar with container specifications of all types.
- (14) If a carlot contains both bulk and print butter, show the churnings and total poundage of each separately. Also, if a carlot contains two different types of containers, the churnings and total number of each type should be clearly indicated on the certificate.
- (15) Print wrappers must show name and address of manufacturer or distributor, net weight and name of product, complying with Food, Drug and Cosmetic Act.
- (16) Please find attached sample copy of butter grading certificate for your information and guidance.
- (17) Certificates should be prepared and mailed to vendors promptly. Where graders travel away from headquarters, suggest that certificates be typed at plant. Prepare original and six copies of certificate to be distributed as follows: Original and 3 copies to vendor, one copy Washington Office, one copy to supervisor of butter grading your area, and retain one copy for your file.

*B. J. Ommott*